

The Indiana Department of Correction

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New Employee Orientation: Non-Uniformed Dress Code

Performance Objective

1. Upon completion of this module, staff will be able to understand the non-uniformed dress code as covered in policy.

The Department of Correction is a professional agency. Staff representing the Department must have a professional appearance which promotes not only the professional image of the Department, but the staff person's self-esteem and respect in the community. A professional image is enhanced when staff are dressed appropriately for their various assignments. Staff must also be cognizant of the potential dangers inherent in working in a correctional environment and dress accordingly.

Staff shall dress in clean, neat and appropriately fitting clothing while representing the Department. Staff shall also refrain from wearing clothing which may detract from the professional image of the Department.

Authorized Clothing

- Undergarments appropriate to the staff person's gender shall be worn at all times. Clothing shall be worn so that undergarments, with the exception of the collar of a tee-shirt, are not visible.
- Staff shall wear either business professional or business casual unless otherwise authorized by the Commissioner or the Facility Head.

Business Professional Attire

- Male Staff: Business suits or sports coats with dress slacks, with an appropriate shirt and tie. The suit coat or sport coat may be optional during periods of hot weather. Shoes and socks are to coordinate with the attire.
- Female Staff: Business suits with either a skirt or slacks, a dress or a skirt or slacks with a dress blouse with or without a sweater. Shoes are to coordinate with the attire and shall have either a flat heel or a non-spike heel no more than two (2) inches in height. Shirts, blouses shall have sleeves that cover the shoulder.

Business Casual Attire

Male Staff: Dress slacks, khaki style slacks, polo-style shirts or button down shirts. Ties are optional. Shirt collars may be worn open; but only the top button may be unbuttoned. In all cases, the shirttail shall be tucked into the waistband of the trousers. Shoes shall be dress or casual, including slip-ons. Socks shall be worn at all times.

Business Casual Attire

Female Staff: Dress slacks, khaki-style slacks or skirt, blouse or skirt, blouse or sweater, dress, polo-style shirt. Shoes shall be dress or casual and shall have a flat heel or no more than a two (2) inch non-spike type heel. Shirts, blouses and sweaters shall have sleeves that cover the shoulder. Sleeveless tops may be worn in the staff person's office or cubicle, but are to be covered with a sweater or a jacket when leaving the office or the cubicle.

Additional Clothing Guidelines

- Small (approximately one inch by three inch) manufacturer's logos are permitted. Sweatshirts/shirts that have the facility logo are permitted, if authorized by the Commissioner or the Facility Head. Decorative/holiday sweatshirts/sweaters may be worn during the appropriate holiday season.
- If it is necessary for staff to attend meetings with the general public or other agency personnel, staff shall wear business professional or business casual attire.

Maternity Clothing

It is the responsibility of the staff person to ensure that the maternity clothing meets the standards in policy and procedure. Any maternity clothing worn should be clean and neat and suitable for wear in a business or professional setting.

Inappropriate Clothing

- Low cut, revealing and/or see through clothing shall not be considered appropriate dress. Crop tops (exposing the midriff), tank tops, halter tops, tube tops, muscle shirts, tee shirts and shorts/skirts shall not be permitted. Slits in skirts or dresses shall not be revealing and shall allow the skirt or dress to cover the thigh. Clothing worn so that undergarments may be seen are not appropriate.
- Capri pants or tight fitting (lycra-type) pants shall not be worn. Pants shall come to the ankle or below. Blue or colored jeans are not permitted unless previously approved by the Facility Head for special occasions. Skirts/dresses shall allow freedom of movement and shall not be “mini” in length.

Inappropriate Clothing

Articles of clothing (hats, belt buckles, shirts, etc.) that advertise alcoholic or tobacco products, illegal substances, potentially derogatory religious themes, racial references, security threat group references, or have sexual implications of any type are not permitted. Shirts must be absent of advertising (including athletic teams, professional and collegiate, as well as cartoon characters) or iron-on decals/patches.

Inappropriate Clothing

- Tennis/gym shoes, flip-flops and casual sandals are not considered appropriate footwear for the workplace.
- Hats and sunglasses shall not be worn inside a building, but may be worn during outside activities. Mirrored-style sunglasses shall not be worn at any time. Sunglasses may be worn inside the building if the staff person has a medical restriction requiring the wearing of sunglasses all the time.

Staff Identification

- All staff in the Department of Correction shall be issued a picture identification card prior to commencing work.
- Staff working in the facility shall wear the identification card in a conspicuous manner so that staff may readily see the identification card and check the identity of the wearer.

Staff Identification

Parole staff shall be required to carry the Department of Correction identification card on their person while on duty. Central Office and Parole staff required to go to a correctional facility shall wear the Department identification card in a manner similar to that required of facility staff.

Failure To Abide By Dress Standards

Failure to dress appropriately may result in disciplinary action.

The non-uniform dress code policy and procedure are applicable to all staff in the Department who are not required to wear an authorized Department uniform and to those staff persons who normally wear a uniform but are not required to do so due to special assignments or circumstances.

You have now completed *New Employee Orientation: Non-Uniformed Dress Code* module.

Please advance to the next module.

